

Posted: November 2, 2018



POSITION ANNOUNCEMENT

TITLE: SPECIALIST/ FISCAL RECONCILIATION

DEPT: BUSINESS OFFICE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$39,000- \$48,672

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: Concurrent CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Under general direction from the Senior Accounting Analyst, the Fiscal Reconciliation Specialist coordinates and manages the reconciliation of the University's operational bank accounts on a daily/monthly basis. The Fiscal Reconciliation Specialist provides assistance to the Senior Accounting Analyst in management, controlling for irregularities in banking transactions, investigating and resolving reconciliation discrepancies while updating accounts and reporting of financial information accurately. Ensures compliance with University's policies and procedures, as well as state and federal regulations. Maintains oversight of payment card industry standards and ensures compliance.

Reconciles University's operating accounts including comptrollers, vendors, and payroll accounts. Reconciles other assigned accounts, such as operating, claims, Perkins, and Bureau accounts. Monitors daily bank activity and import activity for vendor, comptrollers, and TouchNet. Monitors PayNet Exchange and WEX daily. Verifies and tracks banking electronic activity such as wire transfers and ACH activity. Researches paid checks for vendors, payroll and other claims accounts. Oversees Perkins funds, including reconciling to the general ledger. Periodically audits cashier's drawers and main vault cash. Remains knowledgeable and current through self-directed professional development. Performs other duties as assigned. Monitors banking activities for appropriateness and identify questionable and unusual reconciling items to be investigated. Communicates with other departments throughout the university to resolve issues related to accounting discrepancies found while performing bank reconciliations. Plays a key role in special projects and implementation of new systems and procedures. This position assists with policy development, update, and documenting procedures, as well as interface with various departments for ensuring smooth operations. Responds to audit requests. Establishes controls, monitoring results, and collaborating with others to modify and adapt processing methods and reporting in response to changes in regulations. Processes voided checks. Verifies deposits of electronic payments. Exports positive pay files and void check files to banks for vendor and payroll accounts. Places stop payments online for vendor, payroll and other claims accounts. Sends letters to students that have paid-in full Perkins Student Loans. Monitors stale-dated payroll, vendor, and Benefit Trust checks and send report to the State. Prepares Fiscal Operations Report and Application to Participate (FISAP) trial balance report. Assists with registration as needed. Enters changes for land leases monthly. Oversees retiree insurance payments, postings, and balancing health return. Oversees web payments and credit and reversals through TouchNet.

REQUIRED QUALIFICATIONS:

Bachelor's degree required in business or related field plus a concentration in accounting (concentration is introduction to accounting plus 12 additional hours in accounting). 6 hours may be waived for experience (1 year experience = 3) hours required. Supervisory experience of personnel, which includes work allocation, training, enforcement of internal procedures and controls, and problem resolutions; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance required. Ability to deal tactfully and effectively with Tech staff, faculty, students and general public in a courteous and professional manner required. Must maintain confidentiality, good communications skills, and positive work attitude required. Ability to work in a highly regulated and constantly changing environment and under time constraints and deadlines required. Must be proficient in Microsoft Office applications, especially Excel and Word required. Strong analytical skills required. Teamwork and interpersonal skills required. Strong verbal and written communications skills required. Must be able to communicate effectively, both verbally and in writing with supervisors, staff, faculty and the general public in a cordial manner under favorable and unfavorable circumstances required. Five years banking experience, including reconciliation of statements and enforcement of internal controls desired. Experience with the ARGOS or similar reporting system desired. Experience with Ellucian Banner or equivalent desired. Experience with NMT business processes and applications desired. Master's in accounting or related field desired. Three years (or more) directly related higher education experience desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 138, Socorro, NM 87801-4796